

PUBLIC WORKS/FACILITIES SUPERINTENDENT (452-03)
\$47,548.80 - \$67,184.00 Annually plus liberal fringe benefits
Management Category IV

THE POSITION

This is responsible supervisory and technical work of more than average difficulty in planning, directing, and supervising the various maintenance, repair, and project activities for City buildings and related infrastructure.

An employee in this class is responsible, through subordinate management employees, for organizing, directing, and supervising the maintenance, repair, and renovation of municipal buildings, structures, and related municipal infrastructure including airport and street lighting systems, parks structures, and maintenance facilities.

Work is performed under general direction and in accordance with established City policies, but the determination of the day-to-day work priorities, methods, and procedures is left to the employee in this class. Work is reviewed through verbal and written reports, and observation of results obtained.

THE REQUIREMENTS

1. Have graduated from a standard high school or possess an acceptable G.E.D. certificate, preferably supplemented with college-level engineering, construction or other job-related courses.
2. Have seven (7) years of progressively responsible experience in varied public works construction and maintenance projects. Must also include at least one (1) year of supervisory experience and some experience which provided a working knowledge of the construction trades. College level education in the areas indicated in #1 above, may be substituted on a one year for one year basis for up to two years of the experience requirement.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

NOTE: ALL APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3rd Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

AAS:05/31/06: ANN # 168-452-03
Medical Group III

Name _____ Social Security Number _____

CITY OF FORT LAUDERDALE
SUPPLEMENTAL QUESTIONNAIRE FOR
PUBLIC WORKS/FACILITIES SUPERINTENDENT (452-03)

Please answer completely all of the following questions. You must answer all questions even though you may have already provided some of the required information on the standard employment application. **USE ADDITIONAL SHEETS AS NECESSARY OR DESIRED.**

1. Do you have a high school degree or GED? Yes ☐ No ☐
2. Do you have seven (7) years of progressively responsible experience in varied public works construction and maintenance projects including at least one (1) year of supervisory experience and some experience which provided a working knowledge of the construction trades? Yes ☐ No ☐
3. Have you taken any courses in public works construction and maintenance projects? Yes ☐ No ☐
If yes, please list below.

2. Describe your supervisory experience. List employer, years of experience, job title and number of subordinates.

3. Describe any other work you have done which involved supervising and public works and facilities maintenance projects not mentioned below you feel may qualify you for this position.

4. **INSTRUCTIONS**

In this questionnaire, you will be asked to indicate whether you have performed certain tasks which are listed on the following pages. Read each task carefully. Using the task rating scale below, indicate (in Column 1) your experience in performing each task. Give a brief explanation of your specific experience (in Column 2). Indicate (in Column 3) the name of the employer where you performed the task and the name of an employment reference who can verify that you performed the task.

TASK RATING SCALE - PUBLIC WORKS/FACILITIES SUPERINTENDENT

- A = I have not performed this task.
- B = I have only seen others perform this task.
- C = I have performed this task on a job under general supervision.
- D = I have performed this task with little or no supervision.
- E = I have delegated this task to subordinates and coordinated, directed, and reviewed their performance.

<u>TASK</u>	<u>COLUMN 1</u> Indicate your experience with this task (using the rating scale on Page 1) by placing the appropriate code(s) (A, B, C, D, or E) in the space provided.	<u>COLUMN 2</u> Indicate a brief description of your specific duties. USE ADDITIONAL SHEETS IN SAME FORMAT, AS NECESSARY OR DESIRED	<u>COLUMN 3</u> For all the task(s) you have performed, list employer name(s) and employment reference(s) who can verify you performed the given task. Indicate length of time performing task.
1. Maintains and/or repairs buildings and related infrastructure using electrical, plumbing, carpentry, painting, and air conditioning trades.			
2. Reviews plans, prepares schedules, and obtains permits for new and renovation projects for buildings and related structures.			
3. Prepares bid specifications for contracted services and large equipment purchases.			
4. Directs and supervises, through subordinate supervisory personnel, new construction and renovation projects on buildings and related structures.			
5. Coordinates operations with outside vendors and other departments on projects requiring assistance for successful completion.			
6. Prepares and maintains preventative maintenance schedules and assists with the annual budget process.			
7. Recommends, that eligible applicants be hired, and that subordinate employees be transferred, suspended, promoted, reassigned or disciplined.			

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature

Date

(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ON-LINE APPLICATION WEBSITE)